

**BY ORDER OF THE COMMANDER
DAVIS-MONTHAN AIR FORCE BASE**

**DAVIS-MONTHAN AIR FORCE
INSTRUCTION 40-301**



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Medical Command

FAMILY ADVOCACY PROGRAM (FAP)

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This supplement implements and extends guidance to AFI 40-301, Family Advocacy Program, 30 November 2009. This supplement explains policies and procedures for identification, protection, treatment, and prevention of family maltreatment at Davis-Monthan Air Force Base. This supplement applies to all military and civilian personnel and their dependents entitled to receive medical care in a military treatment facility as specified in AFI 41-210, Tricare Operations and Patient Administration Functions. This publication requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 10 USC 8013. The Health Insurance Portability and Accountability Act (HIPAA) apply. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Contact supporting records managers as required. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command. Send comments and suggested improvements on AF Form 847, Recommendation for Change of Publication, through 355 MDG/CSS, 4175 S. Alamo Ave., Davis-Monthan AFB, AZ 85707.

SUMMARY OF CHANGES

This rewrite reflects changes to AFI 40-301, Family Advocacy Program, 30 November 2009 and current Policy that is not reflected in the original guidance. It also outlines several key functions and responsibilities that are currently in place that were not covered by original guidance. **Policy** (Added) This instruction implements Arizona Revised Statutes 13-3620 (Duty to Report Abuse,

Physical Injuries and Physical Neglect and Denial or Deprivation of Medical or Surgical Care, Nourishment of Minors) and Arizona Revised Statutes 13-3806 (Duty of Physicians or Attendants upon Treating Certain Wounds), when mandated to report, when and to whom the report is authorized, content of report, immunity from liability, and penalty for failure to report. Refer to Uniform Code of Military Justice and the 42 United States Code (U.S.C.), Para. 5101-5106 (Child Abuse Prevention and Treatment Act of 1974).

1.3.16. (Added) Ensures all personnel or agencies who suspect child maltreatment report to the FAP, to Child Protective Services (CPS), and to the city and/or local police as appropriate.

1.4.8.13. **(Added)** Ensures marketing is done throughout the base, regardless of whether a Family Advocacy Outreach Manager (FAOM) assigned to the 355th Medical Operations Squadron, Mental Health (MH) Flight is in place.

1.10.8. **(Added)** Ensures the FAP or the MH Flight Commander has access to the daily blotter for information and incident reporting purposes.

1.10.9. **(Added)** Ensures Family Advocacy staff has access to all Domestic Violence/Child Abuse cases in which photos were taken by Alert Photo.

1.10.10. **(Added)** Ensures FAP or on-call MH personnel are immediately notified when CPS is coming on base for official business.

1.13.4. **(Added)** Upon request, ensures all domestic violence/child abuse photos are readily available to Family Advocacy Staff.

4.6.2. **(Added)** During non-duty hours, DAVA services will be accessed through the DAVA Hot-Line at (520) 917-3265 or the MH personnel on call.

KEVIN E. BLANCHARD, Col, USAF
Commander, 355th Fighter Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD40-3, Family Advocacy Program (FAP), 6 December 2011

AFI40-301, Air Force Family Advocacy Program, 30 November 2009

United States Air Force Family Advocacy Program Standards, October 2009

DoDD 6025, 18-R, Health Information Privacy Regulation, 24 January 2003

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

CPS—Child Protective Services

DAVA—Domestic Abuse Victim Advocates

DoDD—Department of Defense Directive

FAC—Family Advocacy Committee

FAP—Family Advocacy Program

FAOM—Family Advocacy Officer Manager

HIPAA—Health Insurance Portability and Accountability Act

MH—Mental Health

SFS—Security Forces Squadron